User Manual of Sonali Payment Gateway (SPG)
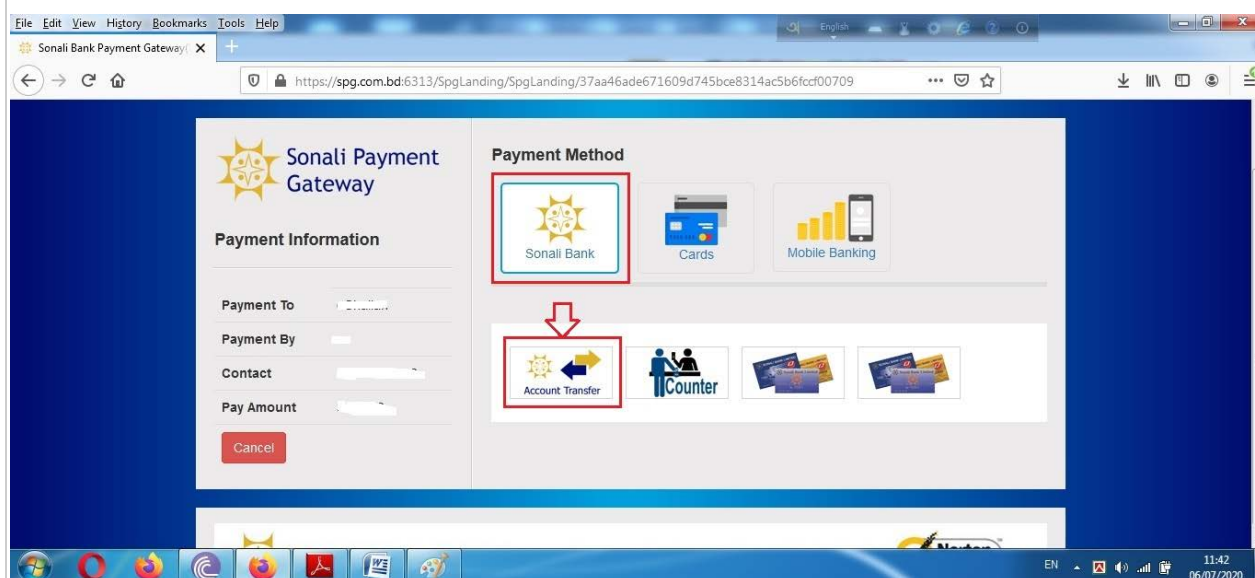
"Sonali Payment Gateway" is a digital banking platform of the Sonali Bank Limited that process transactions from different interfaces which will be used to collect Fees/Charges and all other related receipts of stakeholders through different delivery channels like Online fund transfer, Cards, Mobile Financial Service, Cash etc. You can pay the fee/charges at your convenience method.

If you have an account at any branch of Sonali Bank Limited, you can pay the fee/charge from your account by clicking on the **"Account Transfer"** icon.

- You can pay the fee/charge by **Cash or Cheque** at any branch of Sonali Bank Limited.

- If you are a **Debit/Credit/Pre-paid** card holder of Sonali Bank Limited, you can pay the fee/charge through your card by clicking on the icon of card.

- You can also pay fees/charges using any Bank's **Visa/Master/Amex Card, Dutch-Bangla Bank Nexus Card, Mobile Banking** (bKash, Rocket, UCash)

1. Payment of fees through transfer of funds from Sonali Bank Limited's account
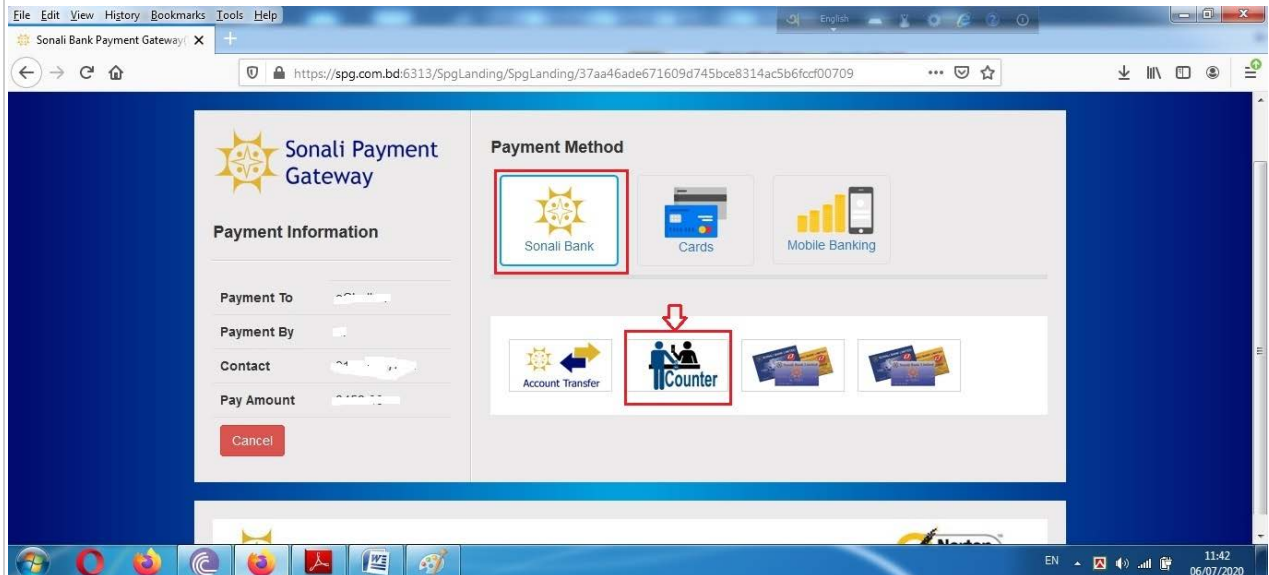
First Image:

Second Image:

Third Image:

If you want to pay the fee by transferring funds from your account, click on the **"Account Transfer"** icon. The page will appear like the second image shown above. Enter your Sonali Bank Limited **account number, account name, mobile number** associated with the account in the specified fields and click on **"Submit Request"** button. An OTP (One Time Password) will then be sent via SMS to the mobile number linked to the bank account, which is provided in the **OTP field** shown in the third picture above. Clicking on the **"Submit Confirmation"** button will be successfully paid and an SMS notification from the bank will be sent to

the mobile number.

2. Payment of fees through Bank branch of Sonali Bank Limited in Cash
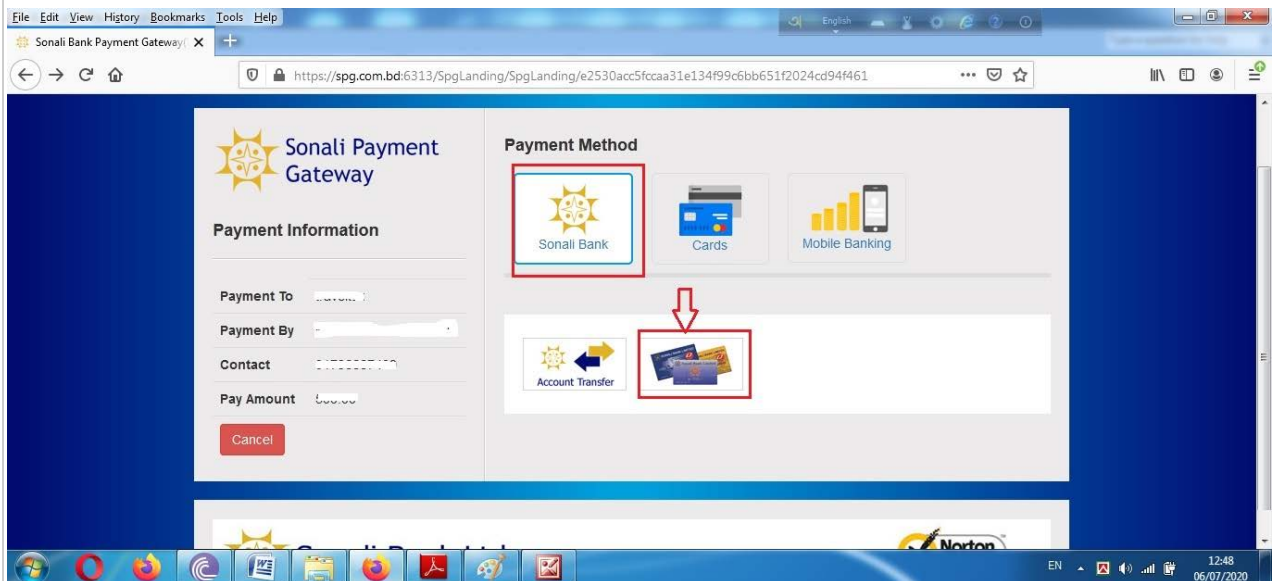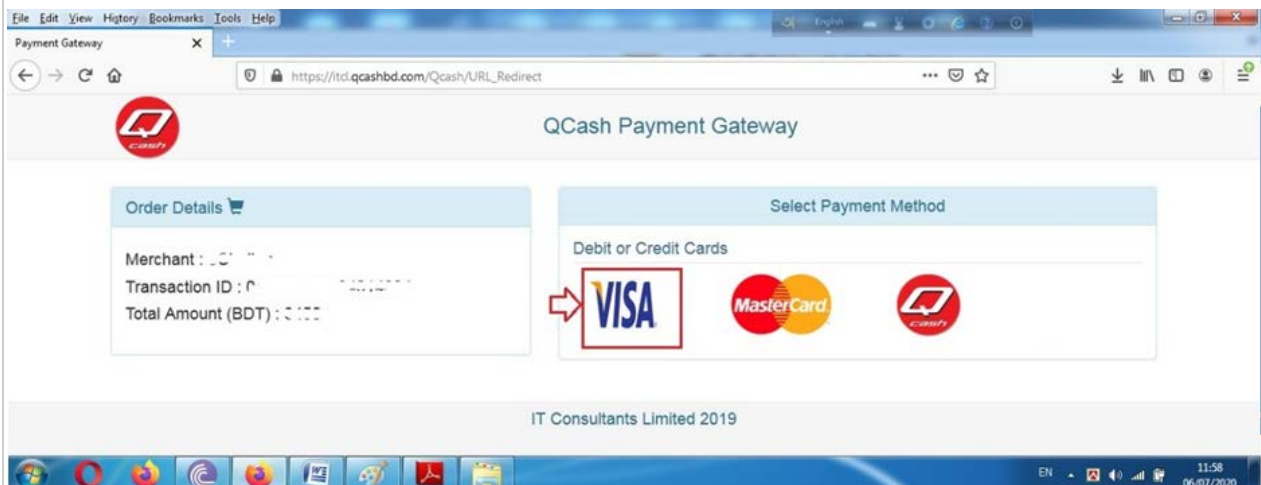
First image:

Second Image:

If you want to pay the fee in **"Cash"** through any branch of Sonali Bank Ltd., click on the **cash at Counter icon**. Select **District name** and **Branch name** from the dropdown list (The branch list will display only the branches under the selected District). After clicking on the **"Submit and Download Pay Slip"** button, a **'Voucher'** will be generated from OSS portal. You have to visit the specific branch with print copy of the voucher for paying fee/charges in Cash.

3.   Payment of fees through Debit/Credit/Pre-paid card of Sonali Bank Limited

First Image:

Second Image:

Third Image:

If you want to pay the fee with Sonali Bank Limited's Debit/Credit/Pre-paid card, click on the **card icon**. Click on the **"VISA / MasterCard/ Q-Cash / DBBL Nexus"** icon when the page looks like the second image shown above. Provide your debit/credit/pre-paid **Card Number**, **Month** and **Year of card expiration**, **Cardholder's Name and Security Code (CVV)** from the back of the card in the field shown in the third picture. Clicking on the **"Pay now"** button will successfully pay the fee and an SMS notification from the bank will be sent to the mobile number.

4.   Payment of fees through Visa/Master Card of any bank
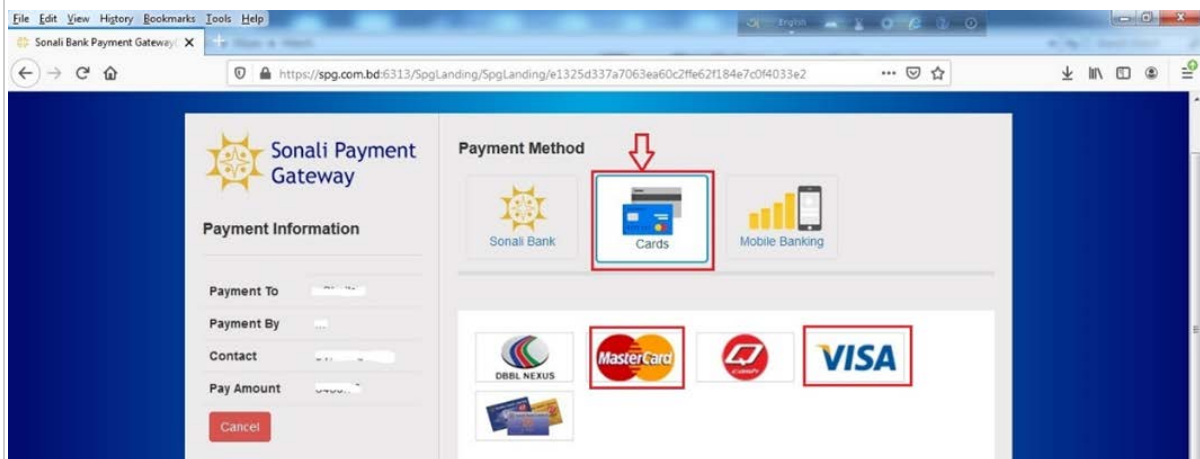
Second Image:
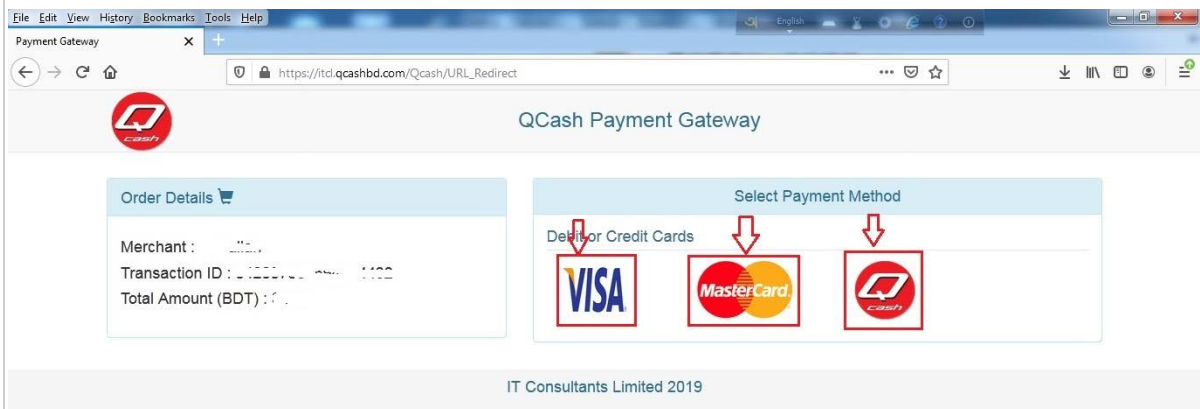
Third Image:

If you want to pay the fee through Visa/ MasterCard of any bank, click on the **"Cards"** icon and then click on the **"MasterCard" or "QCash" or "VISA"** icon. When the page appears like the second image above, click on the "**VISA" or "MasterCard" or "Q marked"** icon. Provides your Visa/Master **Card number, card expiration month and year, cardholder name and security code** from the back of the card in the fields shown in the third picture. Clicking on the **"Pay now"** button will successfully pay the fee and an SMS notification from the bank will be sent to the mobile number.
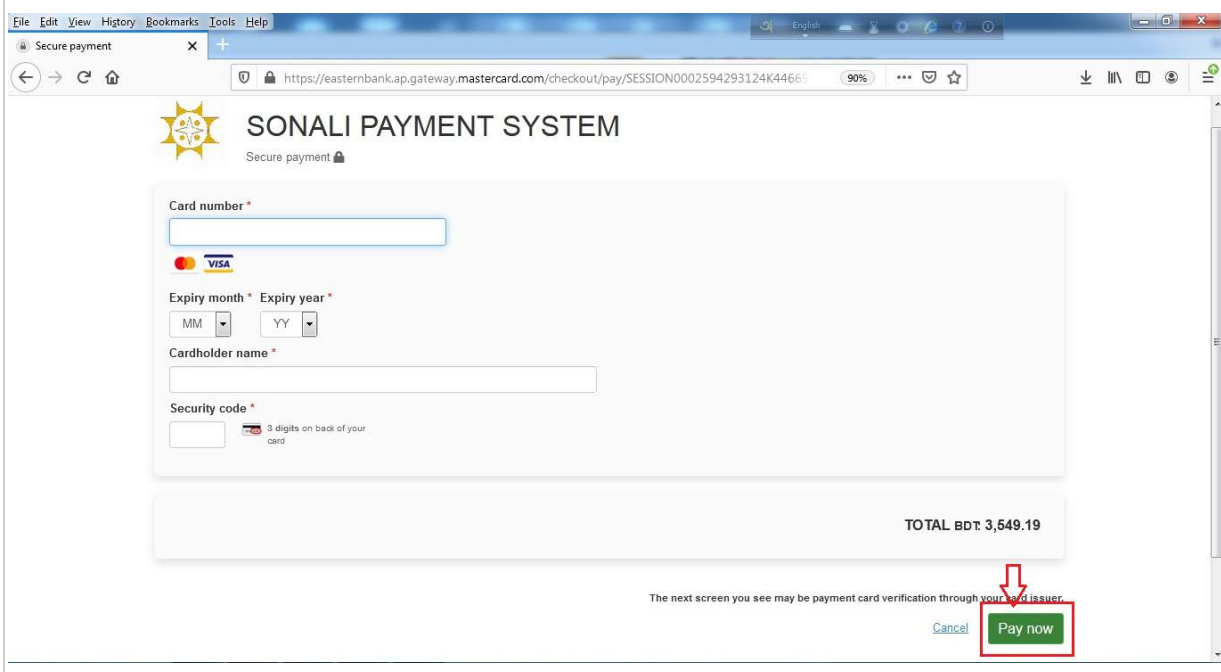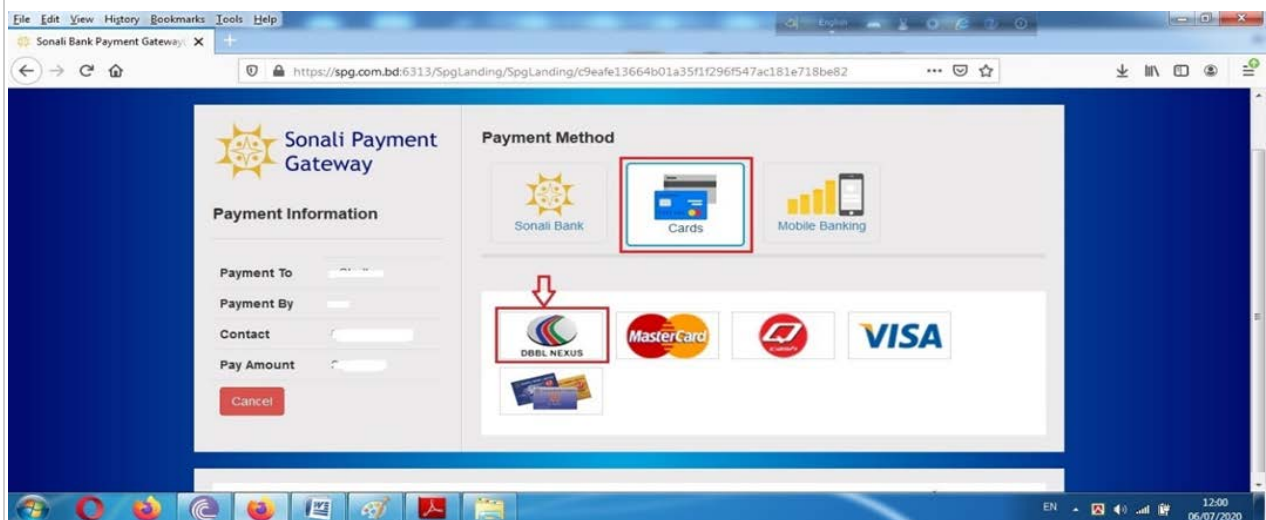
5. **Fee payment through Dutch-Bangla Bank Nexus Card**

Second Image:

If you want to pay the fee through Dutch-Bangla Bank's Nexus Card, click on the **"Cards"** icon and then click on the **"DBBL NEXUS"** icon. If the page is displayed

like the second picture shown above, the **cardholder's name, Nexus card number, card PIN** will be entered in the field shown in the picture. Clicking on **"Submit"** button will successfully pay the fee and an SMS notification from Dutch-Bangla Bank will be sent to the mobile number.
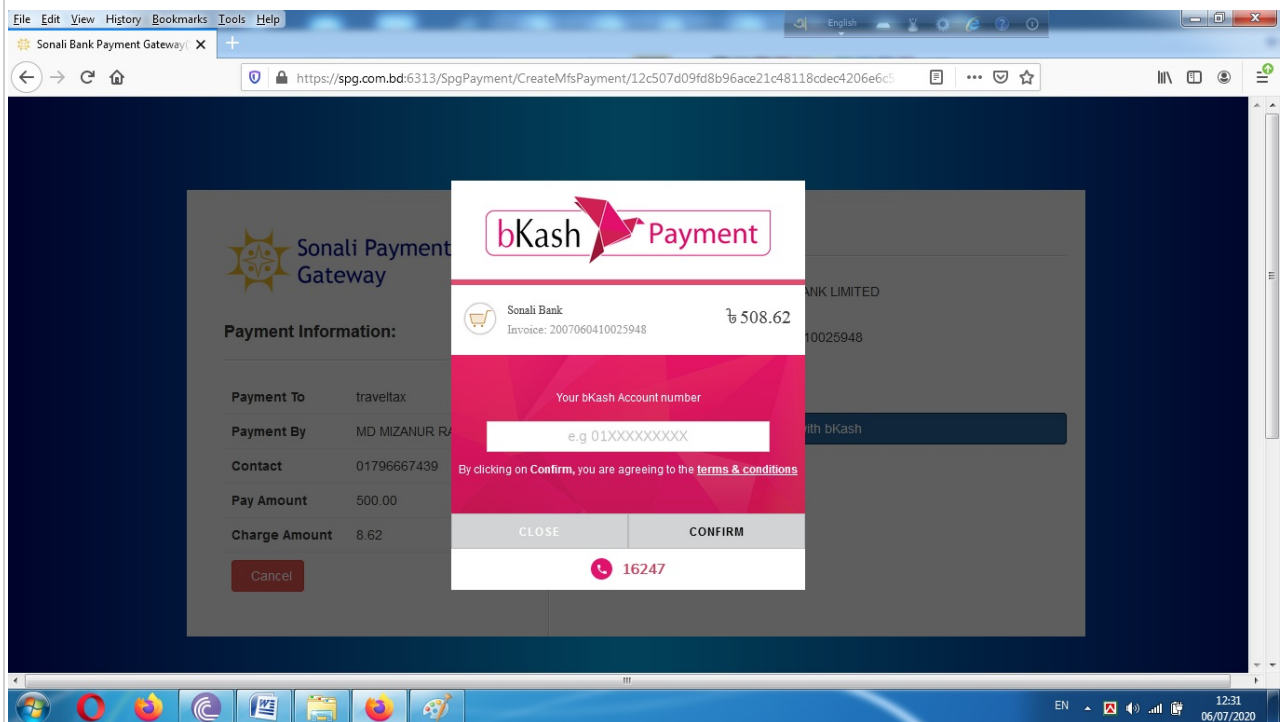
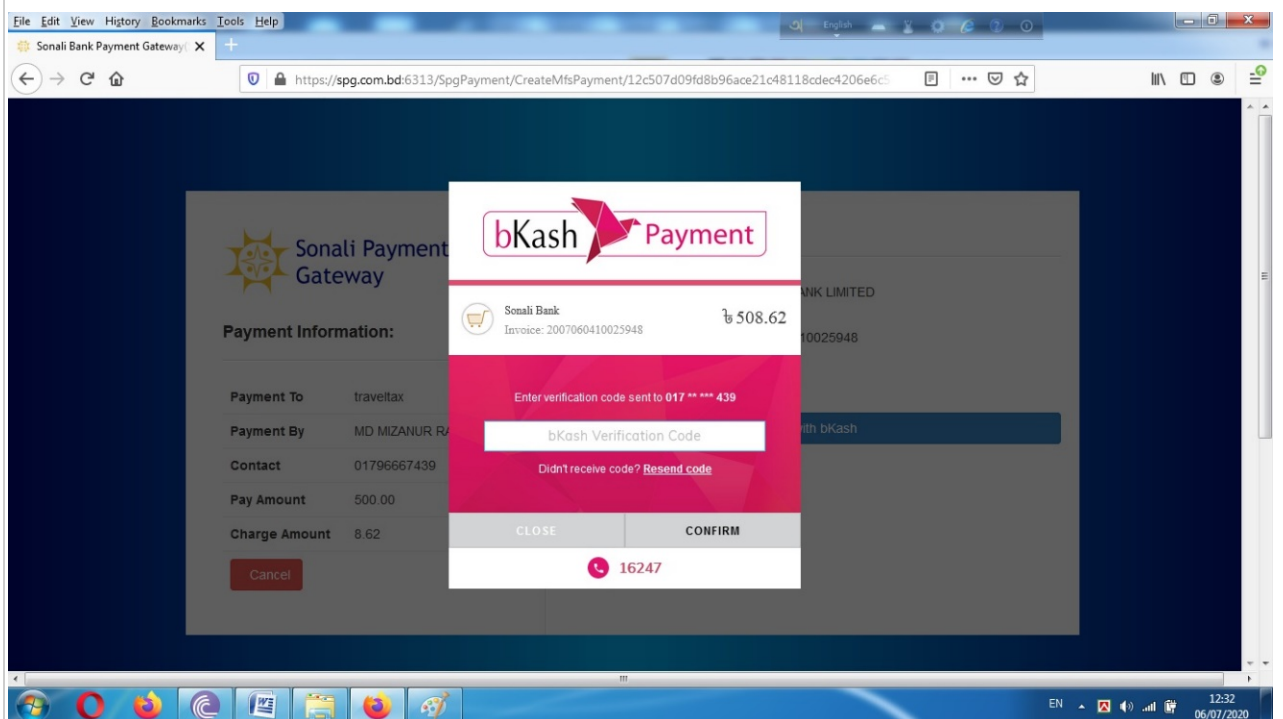## 6.   Payment of fees through mobile banking bKash
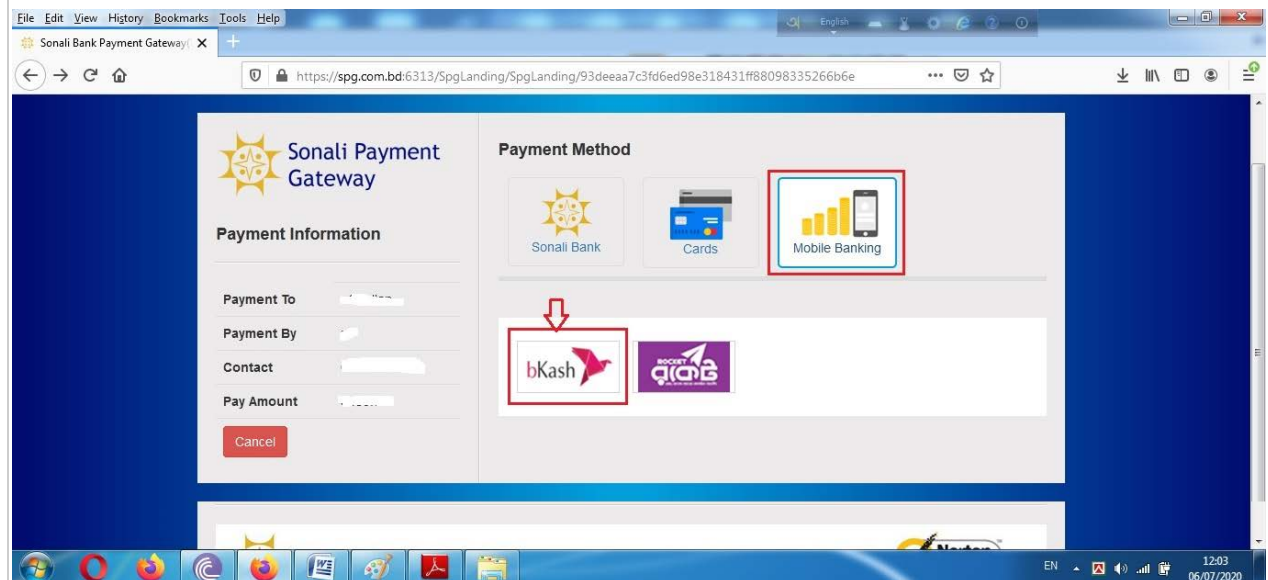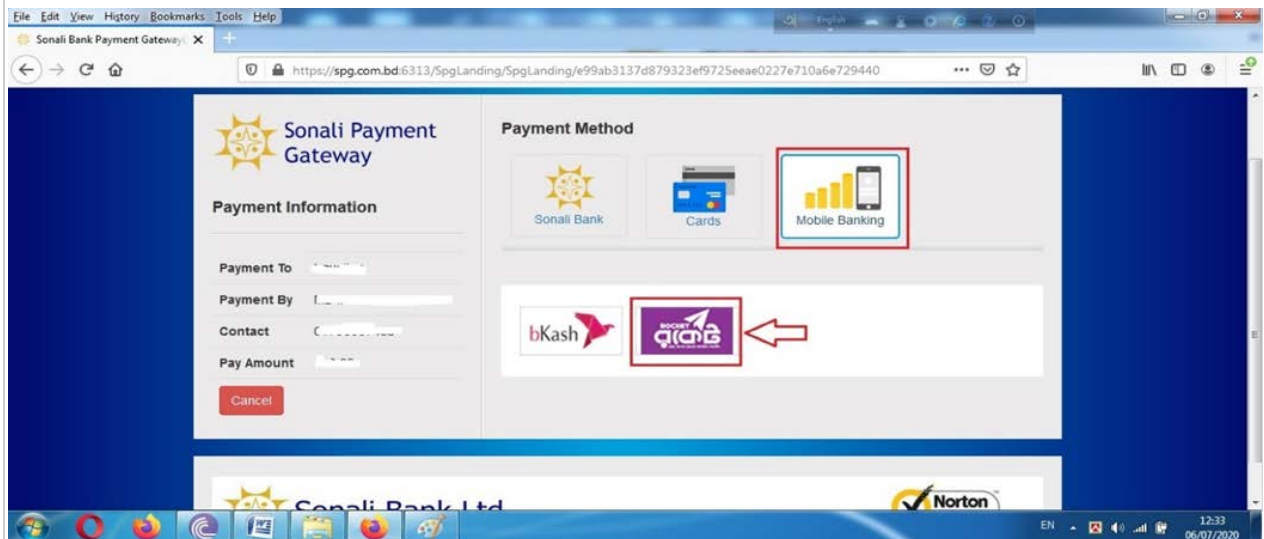

Second Image:
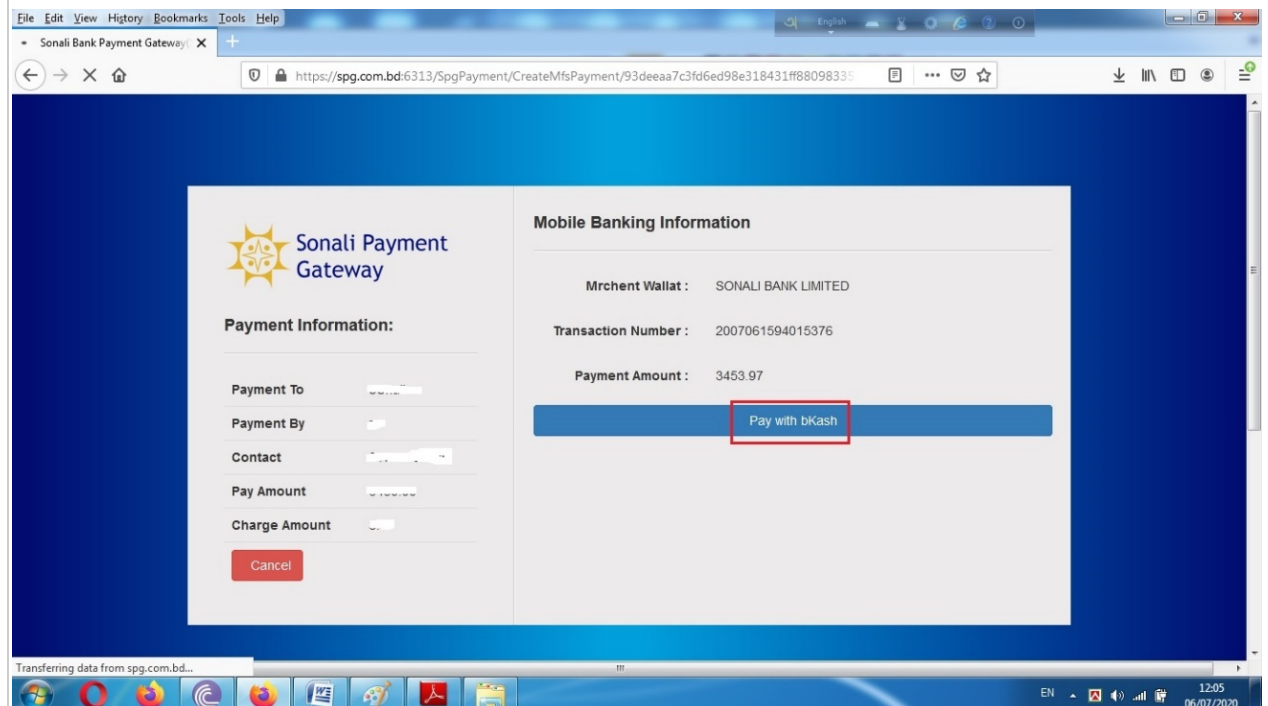
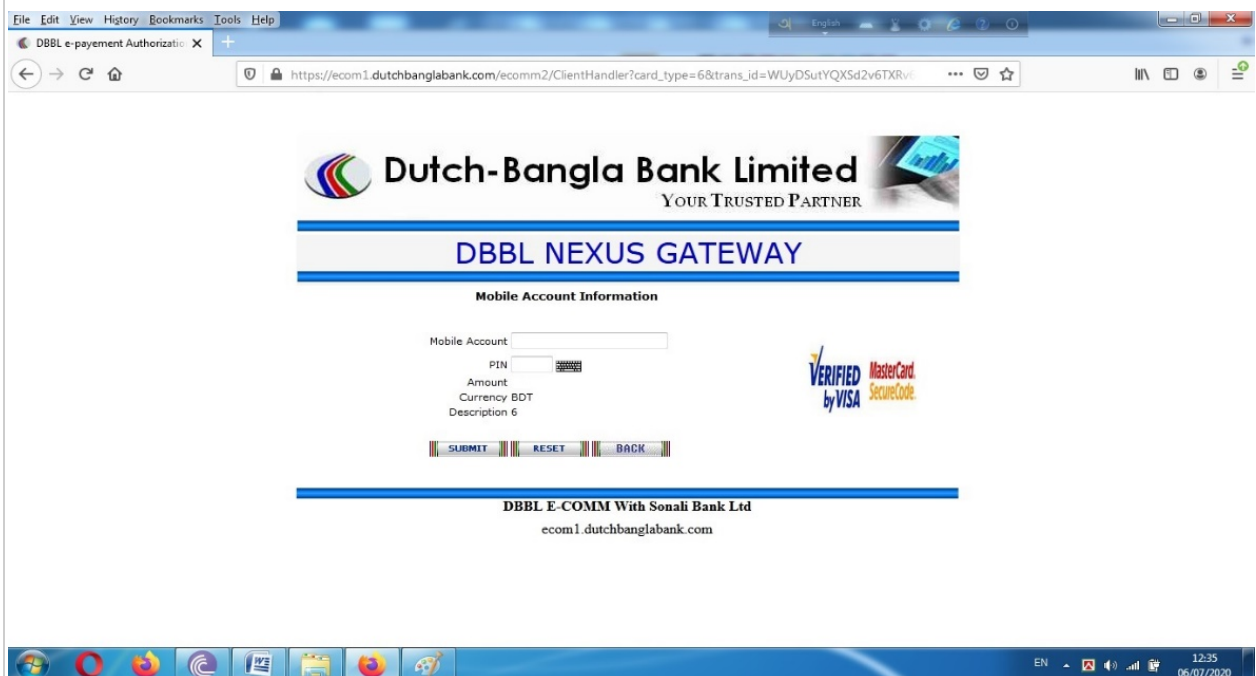**Third Image:**

Fourth Image:

If you want to pay the fee through mobile banking bKash then click on the **"Mobile Banking"** icon and then click on **bKash** icon. When the page appears like the third image above, enter your **bKash number** and click then **"Confirm"**

button. A verification code will then be sent via SMS to your bKash number, which is provided in the **bKash Verification Code** field shown in the fourth image above. Clicking on the "Confirm" button will successfully pay the fee and an SMS notification from bKash will be sent to the mobile number.

7. Payment of fees through Mobile Banking Rocket

Second Image:

If you want to pay the fee through Mobile Banking Rocket then click on the **"Mobile Banking"** icon and click on the **Rocket** icon. When the page appears like

the second picture above, click on the **"Submit"** button by providing your **rocket account number and PIN**, the fee will be successfully paid and an SMS notification from Dutch-Bangla Bank will be sent to the mobile number.

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